



(date stamp)

FAMILY TRANSFER SUBDIVISION

Parcel Information

Address: _____ Property Size: _____

Current Use of Land: _____ Proposed Use of Land: _____

Does this project have a Legal Lot of record?

YES
☐

NO
☐

Does the application comply with all zoning requirements? Please illustrate on plans.

YES
☐

NO
☐

Please note: the following special note will be required on the plat:

- No sale or lease of any lot designated on a subdivision plat creating an inheritance or family transfer subdivision shall occur within three years of the date of the transfer. Before the final subdivision plat is filed, a copy of the instrument of transfer to the transferee or his authorized representative must be provided to the City. No building permit shall be issued to any person other than the transferee or his authorized representative until the required time period is completed.
- If the property is transferred within three years, then the plat must be amended to reflect that transfer.

Property Owner Information

Name: _____

First

Last

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Phone: () _____ E-mail Address: _____

Applicant/Agent Information (if different from owner)

Company Name: _____

Name: _____

First

Last

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Phone: () _____ E-mail Address: _____

Correspondence Directed to: ☐ Owner ☐ Applicant ☐ Both

Agent Authorization (if applicable)

I am/We are the owner(s) and record title holder(s) of the property located at: _____

I/We authorize _____ to act as my/our agent to execute this application.

Signed: _____ Date: _____

Signed: _____ Date: _____

Submittal Checklist (Requirements found in Section 14-3.7 SFCC 1987)

Three (3) 24"x36" copies of the preliminary plat and one electronic copy in PDF format are required. Please include:

<input type="checkbox"/> Letter of Application (intent, location, acreage)	<input type="checkbox"/> Statement addressing compliance with zoning criteria	<input type="checkbox"/> Legal Lot of Record, Legal Description
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The plat must illustrate the following (only one hearing is required for Family Transfer Subdivisions):

<input type="checkbox"/> Vicinity Map	<input type="checkbox"/> Legal access easements and width of easements	<input type="checkbox"/> Existing and proposed utility and right-of-way easements and widths	<input type="checkbox"/> Drainage easements with bearings and distances	<input type="checkbox"/> Indicate adjacent property ownership (Owner name, plat book and page)
<input type="checkbox"/> Identify old lot lines (utilizing a dashed line)	<input type="checkbox"/> Boundary tie must be a permanent survey monument	<input type="checkbox"/> Give location and description of all monuments	<input type="checkbox"/> Define 100-year flood plain limits (if applicable)	<input type="checkbox"/> Define slopes greater than 30% (if applicable)
<input type="checkbox"/> Define lot area, acreage	<input type="checkbox"/> Show parking lot layout (if applicable)	<input type="checkbox"/> Common and private open space	<input type="checkbox"/> Signature blocks for City Engineer, City Planner, Planning Commission Chair and Secretary	<input type="checkbox"/>

Family Transfer Approval Criteria (Section 14-3.7 (C) SFCC 1987)

- (1) In all subdivisions, due regard shall be shown for all natural features such as vegetation, water courses, historical sites and *structures*, and similar community assets that, if preserved, will add attractiveness and value to the area or to Santa Fe.
- (2) The planning commission shall give due regard to the opinions of public agencies and shall not approve the *plat* if it determines that in the best interest of the public health, safety or welfare the land is not suitable for *plating* and *development* purposes of the kind proposed. Land subject to *flooding* and land deemed to be topographically unsuited for building, or for other reasons uninhabitable, shall not be *platted* for *residential* occupancy, nor for other uses that may increase danger to health, safety or welfare or aggravate *erosion* or *flood* hazard. Such land shall be set aside within the *plat* for uses that will not be endangered by periodic or occasional inundation or produce unsatisfactory living conditions. See also Section 14-5.9 (Ecological Resource Protection Overlay District) and Section 14-8.3 (Flood Regulations).
- (3) All *plats* shall comply with the standards of Chapter 14, Article 9 (Infrastructure Design, Improvements and Dedication Standards).
- (4) A *plat* shall not be approved that creates nonconformity or increases the extent or degree of an existing nonconformity with the provisions of Chapter 14 unless a variance is approved concurrently with the *plat*.
- (5) A *plat* shall not be approved that creates a nonconformity or increases the extent or degree of an existing nonconformity with applicable provisions of other chapters of the Santa Fe City Code unless an exception is approved pursuant to the procedures provided in that chapter prior to approval of the *plat*.

Signature

I hereby certify that the documents submitted for review and consideration by the City of Santa Fe have been prepared to meet the minimum standards outlined in the Land Development Code, Chapter 14 SFCC 1987. Failure to meet these standards may result in the rejection of my application. I also certify that I have met with the City's Current Planning staff prior to submitting this application to verify that the attached proposal is in compliance with the City's zoning and development plan requirements.

Signature: _____ Date: _____

A case manager will be assigned to your project and will notify you within 10 business days if any additional information is needed. After you application has been reviewed by City staff, you will be contacted by us regarding public notice requirements. A packet of information and instructions will be provided regarding the required mailing and sign posting. Feel free to contact the Land Use Department staff at (505) 955-6585 with any questions.